



**EDUCATION AND WORK  
OFFICE OF VOCATIONAL**



**DEVELOPMENT CABINET  
REHABILITATION**

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**Joseph U. Meyer**  
Secretary

**Dr. David Beach**  
Executive Director

**SERVICE FEE MEMORANDUM**  
CP-TB-11-12-06

**TO:** Office of Vocational Rehabilitation (OVR) Staff,  
Branch Managers, Counselors, and Assistants  
CDPVTC Director, Case Management Director, and Counselors  
Office for the Blind (OFB) Staff  
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program

**FROM:** Charles W. Puckett, Central Office Administrator  
Systems and Fiscal Management Branch

**DATE:** August 1, 2012 Expires July 31, 2014

**RE:** DHL Training Program at Redwood

The purpose of this Service Fee Memorandum is to support the participation of consumers in the Commission on Accreditation of Rehabilitation Facilities (CARF) accredited DHL Training Program at Redwood. It will outline the reimbursement amounts that OVR will provide and the requirements that Redwood must meet in order to receive this reimbursement.

This program will provide computer-based training at Redwood to prepare individuals to work in DHL's Data/Cleanse/Classify position.

Consumers will be referred to this program based on results of an assessment conducted by Redwood. The program is set up and the fees are as follows:

Skill Development Programs	Wks	Session Days	# Days	Program Fees	Book Fees
<b>DHL Training Program* Phase I – Week 1 &amp; 2</b> Introduction to DCC (Data Cleansing and Classification)	2	T-Th 9:00 am – 3:30 pm	4	\$480	\$100
<b>DHL Program* Phase II – Week 3-5</b> Introduction to DCC (Data Cleansing and Classification)	3	T-Th 9:00 am- 3:30 pm	6	\$720	\$100

DHL Training Program – Training Modules Introduction to DCC (Data Cleansing and Classification)	
<b>DHL Training Program* Phase I</b> <ul style="list-style-type: none"> <li>Strengthening the basics: computer access, functions, &amp; formatting</li> <li>Using dual monitors</li> <li>Getting started with DCC (Data Cleansing and Classification)</li> <li>Introduction to information security</li> <li>Using a zip code search engine</li> <li>Self-paced learning through Mavis Beacon (keyboarding)</li> <li>Attendance and punctuality</li> <li>Time Management</li> <li>Understanding corporate/work culture</li> </ul>	<b>DHL Training Program* Phase II</b> <ul style="list-style-type: none"> <li>Beyond the basics: computer access, functions, &amp; formatting</li> <li>Getting started with DCC (Data Cleansing and Classification)</li> <li>Up &amp; running with DCC</li> <li>Understanding AWB (Airway Bills)</li> <li>Understanding Invoices</li> <li>Shipper Information</li> <li>Sender/Receiver Information</li> <li>Decoding international addresses</li> <li>Meeting Quotas</li> <li>Advancing in your careers – moving up at DHL</li> </ul>

Consumer will receive a Certificate of Completion upon finishing the program.

The above services are billed using Expenditure Code 331, Skills Training With Competitive Employment Outcome. Funds will come from counselor caseload budget.

Services can be invoiced at the end of the first week of each portion of the program. Payment will be made upon receipt of invoice and report. Expected practice would be to authorize each Phase of the program separately.

VENDOR NUMBER	VC0000121232
VENDOR NAME AND ADDRESS	Redwood School and Rehabilitation Center 71 Orphanage Rd. Fort Mitchell, KY 41017
REFERRAL CONTACT	Kristi Kinman (859) 331-0880; Extension 237